

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Automated Material Handling Service Specialist**

Dept: **Facilities Management Services**

Reports to: **AMH Supervisor**

Effective Date: **Revised January 2021**

Job Code Number: **10751**

Grade Number: **15, Represented**

FLSA Status: **Non-Exempt**

General Position Summary:

Provide maintenance, repair and troubleshooting of KCLS automated material handling (AMH) system that sorts all KCLS material in the Shipping department. Position is responsible for keeping the system running at its full potential. Provide repair and maintenance of Tote Kings and associated equipment. In addition, responsible for troubleshooting and repair assistance for AMH systems in various KCLS libraries.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Perform routine maintenance: lubricate and clean AMH system parts, clean photo eyes, adjust belts using specialized tools. Replace motors and drive belts.
2. Provide daily preventative maintenance based on manufacturer recommendations.
3. Troubleshoot high and low voltage electrical components.
4. Repair Tote Kings.
5. Communicate with manufacturer's hotline troubleshooting.
6. Develop ongoing relationship and strategies with vendor.
7. Order and maintain parts needed to keep system operational. Work with vendors and the KCLS purchasing department to ensure adequate inventory and timely delivery of essential parts.
8. Document system's setup. Write, maintain and update technical documentation and practices.
9. Learn, diagnose, maintain software and data interfaces between the AMH system and the ILS system.
10. Provide training and technical assistance to maintenance personnel at library locations on Automated Materials check-in equipment.
11. Assist with loading inbound materials and sort as necessary.
12. Respond as needed when on-call; work a varied schedule, which may change periodically, including evenings and weekends.
13. Work independently with minimal supervision.

Secondary Duties:

Serves as a member of various committees, as assigned or required.
Perform other related duties as assigned.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Teamwork/Collaboration

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined below is:

- Graduation from a four-year college or university with major coursework in mechanical/electrical field.
- Minimum three years' field related experience in the mechanical/electrical discipline with high speed material handling systems.
- Or, equivalent five to eight years of experience in large inventory automated handling and robotics systems in combination with training specializing in mechanical/electrical field.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required along with ability to meet insurance carrier's driving record requirements.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is on feet all day and up to constantly with frequent alternating of standing and walking. Frequently reach out with hands and arms and over shoulder, frequent neck and waist twisting. Constantly using hands to grasp objects, supplies and materials. Frequently bending and squatting and occasionally kneels. Will seldom crawl to access crawlspaces will frequently climb ladders. The employee will seldom lift up to 100 pounds and occasional lift up to 50 pounds, frequently 20 pounds and constantly up to 10 pounds. Will push/pull carts and various items occasionally using light to moderate force.

WORK ENVIRONMENT

Materials handling is a high-volume operation involving open workspace combined with individual work areas. The work is performed in a team environment. This position encounters new, unusual, hectic, demanding or hazardous situations almost on a daily basis. The position requires driving from facility to facility.

Advancement Possibilities:

Open depending on education and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR